

Frequently Asked Questions

1. **Where do I file my application?** There are some counties and cities that are delegated to process and issue certificates for General Permits for on-site wastewater treatment systems. The list of agencies can be found in the [delegation summary agreement document](#).
2. **Where do I submit an application for federal or state facilities?** All applications for federal or state facilities are to be submitted to the ADEQ offices in Phoenix for design review regardless if they are located in a delegated agency.
3. **Do I need an Arizona Registered Professional Engineer to complete the application?** An Arizona Registered Professional Engineer is required to seal, sign, and date the design report, specifications, construction drawings and any other supporting engineering documents for 4.23 applications. The application can be completed by the engineer but the Applicant shall sign the application.
4. **How long will it take for Arizona Department of Environmental Quality to review my application and issue the license?** The review time will vary depending on project reviewers work load and the quality of the submittal. The department has to review an application and issue a decision within a licensing time frame. The licensing time frames are set in rule in the Arizona Administrative Code.
5. **What are the standards and rules governing the installation of on-site wastewater treatment systems?** Generally speaking, all engineering standards for on-site wastewater treatment systems are incorporated into the [Arizona Administrative Code, Title 18, Chapter 9](#).
6. **How do I calculate flow to determine whether an on-site wastewater treatment system is covered under a 1.09 General Permit?** The rule (A.A.C. R18-9-B301I.1.b.) allows coverage under the 1.09 general permit for on-site systems with flows of less than 20,000 gallons per day (gpd) operating before January 1, 2001. The rule does not provide a method to determine whether a system meets this flow limitation. As guidance, ADEQ allows the following alternatives for measuring flow rates to determine 1.09 general permit coverage:
 - a. Water use records
 - b. Metered flows to the septic systems
 - c. Other relevant/credible studies on flows related to the applicable facility
 - d. Flows determined under permits issued for the on-site septic systems prior to January 1st 2001.

Further the rule does not describe how to calculate the flow rate. As guidance, an average of the highest six month averages of water use flows can be used to determine whether flows are below 20,000 gpd. In addition, calculations using water use records can allow for reasonable adjustments to account for irrigation.